






**NOTICE OF VOLUNTARY CONVERSION TO CHAPTER 7 (FEE)**


- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc. Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Notice of Voluntary Conversion to Chapter 7 (Fee)** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select party or click [ADD/CREATE PARTY]; click [NEXT]
-  *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*
  -  *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*
- STEP 7** Upload PDF file and any attachments, click [NEXT]
-  *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*
  -  *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*
  -  *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List.*

**STEP 8** Complete Statistical Information; click [NEXT]

- Leave the default “New Chapter” at *Chapter 7*
- Leave the default “Asset Notice” at “No”
- Leave the default date for “Date Convert.”

**STEP 9** Confirm case name and number; fee information displays; click [NEXT]


**STEP 10** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]


 *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

**Notice of Voluntary Conversion to Chapter 7. Smithson, John (Trustee) removed from the case. Filed by John Hughes on behalf of Jeffrey Jasper . (Hughes, John)**

**STEP 11** Fee screen displays; select **Pay Now** or **Continue Filing**. If you select **Continue Filing**, you must settle your transactions at the end of the day. [Click here](#) for additional instructions.

 *TIP - Your Browser must support 128-bit encryption [Click here](#) for guidance.*

 *TIP - If you do not get the Fee screen, your “pop-up” control may be disabled.*

**STEP 12** Notice of Electronic Filing displays